

## Foundation Planning Task Force

### Chair

Accountability to: Regulators who established the Foundation Planning Task Force

Purpose: Ensure task force effectiveness and engagement for timely completion of tasks.

Responsibilities:

- Be informed about the Foundation Planning Task Force priorities and the charge given to the task force.

Work collaboratively with task force members and staff liaisons in an iterative process to:

- Establish objectives, work plans, timelines and budgets in alignment with the Task Force's formal charge.
- Monitor activities and deadlines to ensure timely completion of high quality, cost effective work products
- Schedule meetings, coordinate providing public notice of meetings, develop meeting agendas.
- Prepare for meeting dynamics, especially complex or controversial issues
- Report activities and recommendations to Regulators as necessary.
- Convene and preside over meetings
- Appoint a secretary to maintain minutes of all task force meetings and to publish approved minutes for public viewing
- Foster an environment that encourages participation and innovative thinking as well as an open and transparent process
- Respond to email notifications and solicitations in a timely manner
- Manage approval of all expenditures on behalf of the task force before submitting to Regulators for processing and payment
- Manage approval of all final work products and formal communications of the task force

Skills & Qualifications:

- Attention to detail: Accomplishes tasks thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.
- Communication: Effective listener. Demonstrates strong verbal and written skills. Understands, complies with and appropriately communicates relevant policies and processes.
- Integrity, Impact and Influence: Gains support and buy-in and motivates others to act in the best interest of the task force and the community; earns others' trust by behaving in an honest, fair and ethical manner.

- Conflict Resolution: Ability to use a variety of approaches to manage and resolve concerns, disagreement, and conflict.
- Consensus Building: Develops cooperation and teamwork to efficiently work towards solutions; promotes an open and transparent process to keep the public community informed
- Group Dynamics: Enables cooperative and productive group interactions
- Professional Stature: Maintains broad-based knowledge and leadership experience.
- Strategic Planning Experience: Has experience with planning, evaluation and implementation, including demonstrated ability to focus on goals and strategic outcomes.
- Availability & Willingness to Serve: Demonstrates a strong commitment, interest and desire to serve this task force and its mission. Available to be present at task force meetings.

### **Vice Chair**

To substitute for the Chair when the Chair is absent or unavailable.

## **Subcommittee Chair**

Responsibilities: It is not necessary for the subcommittee chair to be the foremost expert on the subcommittee's topic; it is more important that they have leadership skills to accomplish the necessary tasks through their subcommittee membership.

### Responsibilities:

- Handle administrative duties such as convene subcommittee meetings; develop agendas; work with members to develop meeting calendar; communicate meeting calendar with task force chair for publication on city public calendars, and appoint secretary for purposes of keeping and publishing approved subcommittee minutes.
- Delegate responsibilities to subcommittee members
- Conduct effective and efficient meetings;
- Prepare items for subcommittee and main committee ballots;
- Resolve negative votes; and
- Coordinate available resources and apply for finances for resources and/or consultants as needed from the Chair
- Available for Task Force and Sub-committee meetings